Workforce Investment Act Certification

Handbook for **Minnesota State Colleges and Universities (MnSCU) and University of Minnesota** Training Providers
(Last updated 2/3/2014)



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Introduction

This handbook provides application instructions for Workforce Investment Act (WIA) Certification for programs and courses held at Minnesota State Colleges and Universities (MnSCU) and University of Minnesota (U of M) institutions. MnSCU and the Minnesota Department of Employment and Economic Development (DEED) have an agreement allowing for streamlined WIA Certification of programs and courses. If your institution is not a MnSCU or U of M institution, refer to the WIA Certification Handbook for Private Institutions.

WIA Certification Conditions

As a WIA training provider, you understand and accept that you must:

- 1. **Offer training programs that provide recognized credentials to students upon completion**. Examples of credentials are: a diploma, industry-recognized certificate or licensure, an associate degree, or a baccalaureate degree. For more information on what constitutes a credential, see The Minnesota Department of Employment and Economic Development's <u>Credential and Training Policy</u>.
- 2. **Be an ISEEK education and training provider and have programs or courses listed on ISEEK**. MnSCU and U of M training programs or courses that are WIA certified and/or waiting for WIA certification must be listed on ISEEK. Your application information about your training programs or courses must be identical to what is entered into ISEEK.
- 3. **Know the appeal process for training certification denial or termination of training eligibility**. An appeal must be submitted within two weeks after the service provider receives notification. See form in Appendix C.
- 4. **Meet the requirements of the Workforce Investment Act**. If the eligible training provider substantively violates the Workforce Investment Act or intentionally supplies inaccurate information, as determined by the local workforce council and/or the State of Minnesota, program eligibility may be terminated. Local workforce councils and/or the State of Minnesota may take other corrective actions as deemed appropriate.

Application Directions

As a MnSCU or U of M institution, the steps in applying for WIA Certification depend on whether you are seeking to have a "program" WIA Certified or a "non-credit course" WIA Certified. "Programs" are collections of courses that lead to a degree or certificate (such as an Associate's Degree). "Non-credit courses" are courses that do not provide credit towards a specific degree, but may provide Continuing Education Unites (CEUs) or an industry recognized certificate/licensure. If you are applying to have a program WIA Certified, follow the program directions section immediately below. If you are applying to have a non-credit course WIA Certified, follow the non-credit course directions section on the following page.

Program Certification Directions

STEP 1: Update ISEEK Information

- Check to see if your Minnesota institution is listed on ISEEK at: http://www.iseek.org/education/educationSearch# -if your Minnesota institution is not listed on ISEEK go to www.iseek.org/education/beprovider to add your school to ISEEK. Submit the form to start the free registration process.
 - o Once your institution is approved, you will be notified of the next steps to becoming a provider.
 - You will receive notification of your login ID and password as well as access to the Information Manager where you will maintain data about your organization. A separate web address is used for added security.
- Make sure all of the information regarding the programs or courses that you are applying to have WIA
 Certified are up to date. For detailed instructions about updating information on ISEEK:
 - o MnSCU providers see Appendix A: ISEEK Directions for Certifying MnSCU Programs.
 - o U of M providers: contact Jacqueline Soucie (<u>jacqueline.soucie@ISEEK.org</u>).

STEP 2: Email Jacqueline Soucie

If you are applying to have a program WIA Certified send an email to Jacqueline Soucie (jacqueline.soucie@ISEEK.org). In your email, include the following information for each program you are applying to have WIA Certified:

- Program Title
- Program Code
- Award Code
- Campus Location where program is offered (if an institution has multiple campuses)
- CIP Code and CIP Name (if listed)

Non-Credit Course Certification Directions

STEP 1: Update ISEEK Information

- Check to see if your Minnesota institution is listed on ISEEK at: http://www.iseek.org/education/educationSearch#
- If your Minnesota institution is not listed on ISEEK go to www.iseek.org/education/beprovider to add your school to ISEEK. Submit the form to start the free registration process.
 - o Once your institution is approved, you will be notified of the next steps to becoming a provider.
 - You will receive notification of your login ID and password as well as access to the Information Manager where you will maintain data about your organization. A separate web address is used for added security.
- If your MnSCU or U of M institution is listed on ISEEK, ensure ISEEK has up to date information on the course(s) that you are applying to have WIA Certified. For detailed instructions about updating information on ISEEK:
 - o MnSCU providers see <u>Appendix B: ISEEK Instructions for WIA Certifying MnSCU Non-Credit</u> Courses.
 - o U of M providers: contact Jacqueline Soucie (<u>jacqueline.soucie@ISEEK.org</u>).

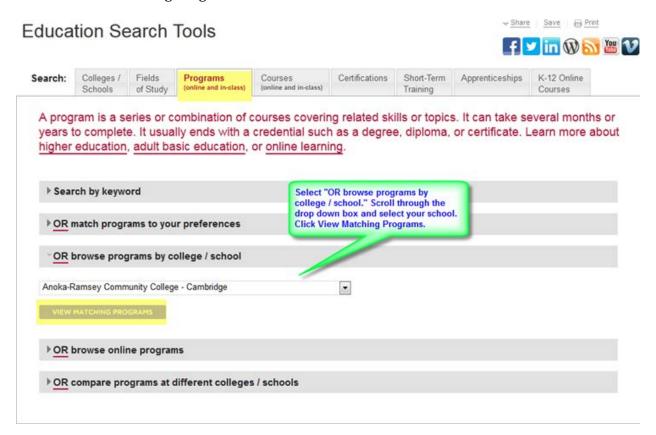
STEP 2: MnSCU Providers Flag Course as "WIA Certified" through ISRS System

- Consult with your Integrated Statewide Record System (ISRS) contact at your campus to revise course descriptions and to flag courses for WIA certification.
 - Contacts are usually campus users within the Registrar's Office. Contact Jacqueline Soucie if you are in need of your campus contact's name.
 - In order for a course to qualify for WIA Certification, it must result in a credential, as defined by The Minnesota Department of Employment and Economic Development's <u>Credential and</u> <u>Training Policy</u>. If you have questions regarding whether your course results in a credential, contact Sarah Sinderbrand (<u>Sarah.Sinderbrand@state.mn.us</u>).
- For detailed instructions about certifying your courses and updating information on ISEEK, see Appendix B: ISEEK Instructions for WIA Certifying MnSCU Non-Credit Courses.

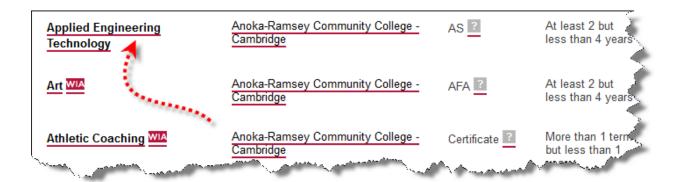
Appendix A: ISEEK Directions for Certifying MnSCU and U of M Programs

Search for your programs on ISEEK to review whether they are WIA certified.

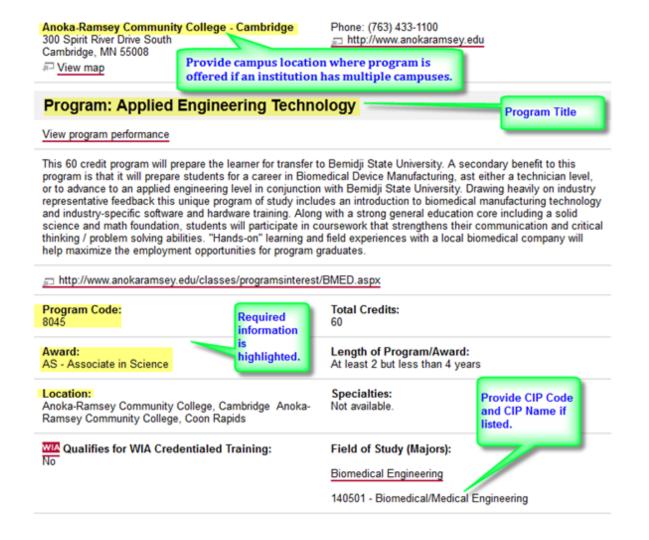
- 1. Go to the Education Search Tools and select Programs. http://www.iseek.org/education/educationSearch#
- 2. Select "OR browse programs by college / school."
- 3. Scroll through the drop down box and select your school.
- 4. Click View Matching Programs.



- 5. Search results will display a list of programs for your school. Only programs with the WIA icon are considered to be currently WIA certified.
- 6. Click the link to each program title to view program details.



7. Inquiries about certification of MnSCU or U of M programs should be directed to Jacqueline Soucie at jacqueline.soucie@iseek.org or 651-201-1539. School contacts will need to provide Jacqueline with the program title, code, and award of each program. Provide campus location where program is offered if an institution has multiple campuses. Provide CIP Code and CIP Name if listed.

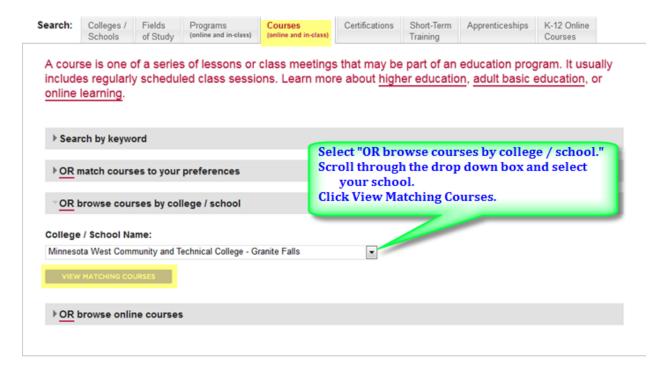


- 8. Jacqueline will examine the programs and compare them to others with the same or similar CIP Codes. She will send the school's request to the DEED WIA Certification Contact, Sarah Sinderbrand, along with her recommendations for certification. Sarah will either authorize certification or contact the school for further information.
- 9. If a program is missing from the list of results contact Jacqueline Soucie at <u>jacqueline.soucie@iseek.org</u> or 651-201-1539. School contacts will need to provide Jacqueline with the program title, code, and award of each program. Provide campus location where program is offered if an institution has multiple campuses.

Appendix B: ISEEK Directions for Certifying MnSCU and U of M Non-Credit Courses

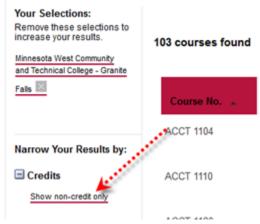
Search for your non-credit courses on ISEEK to review whether they are WIA certified.

- Go to the Education Search Tools and select Courses. http://www.iseek.org/education/educationSearch#
- Select "OR browse courses by college / school."
- Scroll through the drop down box and select your school.
- Click View Matching Courses.



• Narrow your results by selecting the Show non-credit only link from the left navigation bar.

Course Search Results



Questions? Jacqueline Soucie at ISEEK.org

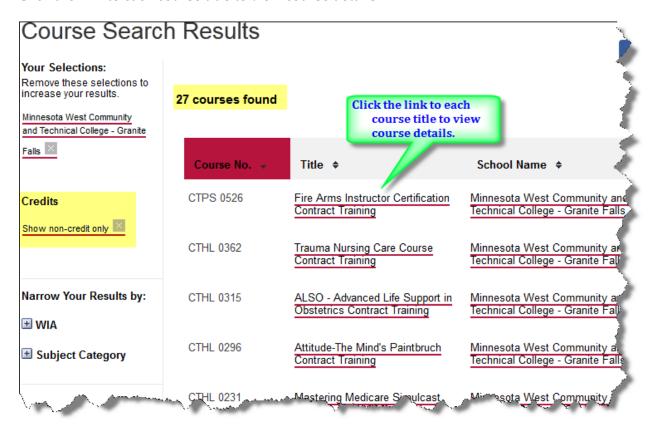
Wells Fargo Place ■ 30 7th St. E., Suite 350 ■ Saint Paul, MN 55101-7804 USA

Email: jacqueline.soucie@iseek.org Phone: 651-201-1539

• Search results will display a list of courses for your school. Only courses with the WIA icon are considered to be currently WIA certified.

Note: If a course is missing from the list of results skip to #13.

• Click the link to each course title to view course details.



Review the course description to determine whether the course qualifies for WIA certification. In order
for a course to qualify for WIA Certification, it must result in a credential, as defined by The Minnesota
Department of Employment and Economic Development's <u>Credential and Training Policy</u>. If you have
questions regarding whether your course results in a credential, contact Sarah Sinderbrand
(Sarah.Sinderbrand@state.mn.us).

Minnesota West Community and Technical College - Granite Falls

1593 11th Ave.

Granite Falls, MN 56241







Course: Fire Arms Instructor Certification Contract Training

Today's police officers are charged with a variety of responsibilites. Most important of these include teaching and maintaining basic weapons handling and marsmanship skills. As an instructor, you will return to your agency ready to manage this critical needs. A portion of this course will include night/low light shooting/instruction.

Division:	Course Number:
None	CTPS 0526
Delivery Method(s):	Comments:
CLASSROOM	None
Tuition: For tuition information please visit http://www.mnwest.edu	Fees:

U of M Providers:

Inquiries about certification of U of M courses should be directed to Jacqueline Soucie at jacqueline.soucie@iseek.org or 651-201-1539. School contacts will need to provide Jacqueline with the course title and code of each course. Provide campus location where course is offered if an institution has multiple campuses.

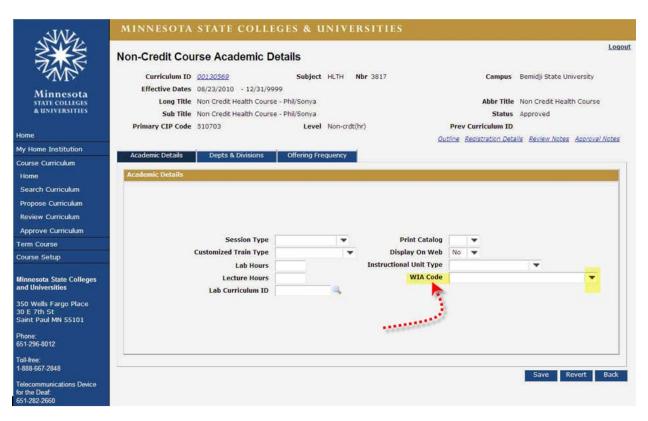
MnSCU Providers:

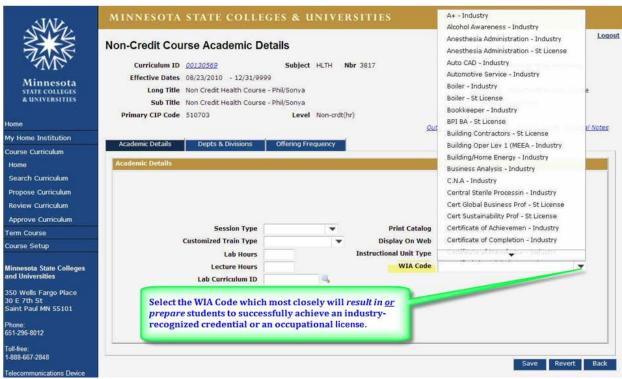
Consult with your ISRS contact at your campus to revise course descriptions and to flag courses for WIA certification.

Note: Contacts are usually campus users within the Registrar's office. Contact Jacqueline Soucie if you are in need of your campus contact's name.

• Select the WIA Code (industry credential or occupational license) for each course. If your course does not result in one of the WIA Code's listed in this dropdown menu, it is not eligible for WIA Certification. For questions regarding if your course qualified for WIA Certification, contact Sarah Sinderbrand at Sarah.Sinderbrand@state.mn.us or 651-259-7589.

Note: WIA-certified courses must result in a credential (e.g., AWS, MSSC, A+, Microsoft, Six Sigma Black/Green Belt, CDL) or an occupational license for a given industry (e.g., CNA, Real Estate, CDL)





 Each week courses which are flagged with a WIA Code in ISRS by 11:59 PM Monday evening will display the WIA icon by 7 AM Wednesday morning on ISEEK.

Questions? Jacqueline Soucie at ISEEK.org

- Inquiries about certification of MnSCU non-credit courses should be directed to Jacqueline Soucie at jacqueline.soucie@iseek.org or 651-201-1539. The actual certification is completed by the school, but Jacqueline may be able to assist you with questions or concerns.
- If a course is missing from the list of results check with your ISRS contact at you campus.

Note: The following is a description of what you need to have in place for your current and future courses to be displayed on ISEEK. It applies to both credit and non-credit courses.

Background: The web site begins pulling data after the first begin date of either date type 0080 or 0087 in the YRTR/Calendar Maintenance (UT3056UG). Date Type explanations as follows:

0800

Valid Registration course add dates. This date type must be setup for registration to be activated. Enter the first date registrations are accepted for the term and the last date students are allowed to add courses for the selected term.

0087

Web Schedule html Extract. This date type must be setup in order to have the course records for the selected year term posted to your institution's website, if you are using the MnSCU process to extract and display this course schedule. If you are using your own home-grown extract and display process, this date will not impact that process.

Enter the range of dates during which the term course data for a selected term should be extracted and posted to the web. Additional setup work must be completed on the Web Schedule Maintenance screen (CS2046UG) for this process to work correctly.

At Issue: Some institutions are only submitting date type 0080. Therefore; your courses do not appear on ISEEK until after the 1st begin date of open registration. Other institutions submit date type 0087, but need to consider submitting earlier dates for the same reason. It is beneficial for all institutions to submit date type 0087 with the date your courses are ready to be advertised to your prospective students.

Recommended Dates for date type 0087:

Summer Class Schedule: by March 1st.

Fall Class Schedule: by March 1st. This would allow perspective students to view fall classes at an earlier

Spring Class Schedule: No later than October 1st.

Email: jacqueline.soucie@iseek.org Phone: 651-201-1539

Appendix C: Form for an Appeal of Certification Denial or Termination of Eligibility

Training providers can file an appeal for any program that was denied eligibility or had its eligibility terminated. Training providers have two weeks to submit this form after receiving notification of the denial or termination. Once the form is received:

- 1. The appeal is routed to the WIA program certification unit of DEED.
- 2. Staff is assembled, reviews the information, and renders a decision within two (2) weeks after receipt of the appeal. The review will consist of examination of all pertinent data, material presented by the program operator, and any material presented by the appropriate local Workforce Investment Board.
- 3. The decision is communicated with the program operator. The decision is final.

3. Temporary School Conditions

4. Other (additional space can be added if necessary)
SIGNATURE Applicant	
Contact Name's Signature	
Date Submitted	
DEED	
Received By	
Date Received	
Disposition of the Appeal	